

Your Weekly E-mail Tip

Do you need additional space in your TSA e-mail account? You can free up space by creating personal folders where you can archive e-mail messages. Follow the steps below.

1. On the File menu point to New and click Outlook Data File.
2. Under Types of storage click Personal Folders file (.pst) and click OK.
3. In the File name box type a name for the file or leave the default and click OK.
4. In the Name box type a display name for the .pst folder or leave the default.
5. Select any other options you want and then click OK. (If you are creating a .pst file you can add a password of up to 15 characters. If you select the Save this password in your password list check box make a note of the password in case you need to open the .pst on another computer.) Note: If this password is lost, it cannot be recovered.
6. The name of the folder associated with the data file appears in the Folder List. To view the Folder List from the View menu click Folder List. By default the folder will be called Personal Folders.
7. Drag any item from your current folders to the new folder. To make sure that space is reclaimed on the server, make sure you move the files and not copy the files. Select the items you wish to move and drag them to the new folder using the right mouse button. When you position the items over the new folder in your .PST file, release the right mouse button and select move from the context menu.

If you have any questions, call the TSA Helpdesk Single Point of Contact (SPOC) at 1-800-253-8571.

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